

CAPABILITIES STATEMENT

Introduction

Sydminds Personnel Services LLC (SPS) is a Service-Disabled Veteran-Owned small business offering the foremost in permanent, short and long-term contract and temporary employment services in the D.C., Maryland and Northern Virginia metro areas.

Our principals represent nearly 30 years of experience in providing excellence in project management, office management, administrative office support and more. We offer excellence in customer service, extremely competitive pricing, and a reliable workforce.

Sydminds Personnel Services currently provides airline economic fitness subject matter expert support services to the U.S. Department of Transportation. Additionally, we seek participation in projects or contracts as either the primary or subcontractor. We welcome and will evaluate teaming opportunities.

We have an extensive cache of contract professionals skilled in website design, creative and graphic design and copy writing. We also have

- Six Sigma Professionals
- Society for Human Resource Management (SHRM) Professionals
- Information technology project managers and support services
- Multimedia Web Designers
- Graphic Designers
- PHP and Java Programmers
- XHTML/HTML Developers
- Office managers
- Administrative assistants
- Receptionists
- Word processors
- Data entry clerks

Testimonials

- "A special thanks for your efforts, high level of professionalism and courtesy."
- "You jumped right in and helped us to deliver as needed. We are most appreciative!"
- "You are so incredibly responsive to questions or requests for action that it boggles the mind!"
- "I can always count on you."
- "You are the backbone of our web-based communications efforts for both our internal and external constituents and I thank you for all you have done to create, sustain and expand our web presence."
- "Your staff continually demonstrates the knowledge and skills necessary for success."
- "While supporting the client's needs, your staff seamlessly keeps the projects moving in the right direction."
- "Your meticulous attention to detail is a testament to your professionalism."
- "You are an asset and we appreciate your excellent work and ability to get the job done!"

Why Hire Sydminds?

- At Sydminds we don't raise issues, we provide workable solutions.
- We proactively anticipate our customers' needs so that we can identify and mitigate risks.
- We plan, organize, direct, and control every contract task with a clear understanding of the customer's objectives.
- We provide expert qualified skilled candidates by matching requirements to available personnel skills and abilities.
- Every Sydminds project team member continuously seeks out new and innovate opportunities to improve upon the work we do.
- We make what's important to **you** important to **us**.

Business Information

Date Established: January 2008

State of Incorporation: Virginia

Certification: SDVOSB

DUNS: 809254589

NAICS Codes: 541611
561320
561310
561110
611430

FEIN: 33-1202580

SIC Code: 7361

CAGE Code: 4ZRZ7